

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Doctor's Name]  
[Clinic/Hospital Name]  
[Clinic/Hospital Address]  
[City, State, Zip Code]

Dear [Doctor's Name],

I hope this message finds you well. I am writing to request an appointment at your earliest convenience.

I would like to consult you regarding [brief description of the reason for the appointment, e.g., a health concern or routine check-up].

Please let me know your available times, and I will do my best to accommodate. Thank you for your attention to my request.

Sincerely,  
[Your Name]